

## *Receipting Guidelines*

**REVERSING A PAYMENT** - A reversal should only be performed on monies already turned over to the clerk in a **prior** month. It is important that the Post Date for the reversal be within the **current** month. (Ex. A payment was posted on 6/20/02. June receipts were turned over to the clerk for 6/01/02 through 6/30/02. The reversal was performed on 7/15/02. The reversal needs a July Post Date. And, the reversal needed to have been processed prior to running the July apportionment reports for the clerk.

**REVERSING A CANCELLATION** - A reversal can be performed on a cancellation that has already been turned over to the clerk. However, **prior to running the reversal, the user will need to run an apportionment report on the canceled tax/penalty.** The user will then process the reversal. The treasurer will need to supply the cancellation apportionment report for the parcel in question to the clerk. The clerk will need to add these figures back into the tax due for each taxing district.

**CANCELING A TAX AMOUNT** - A cancellation may be performed on unpaid monies. It is important that the Post Date for the cancellation be within the **current** month. (Ex. A cancellation was performed 5/20/02. May receipts were turned over to the clerk for 5/01/02 through 5/31/02. The cancellation needs a May Post Date. And, the cancellation needed to have been processed prior to running the May apportionment reports for the clerk.

**ERRORING OUT A PAYMENT** - An error may be performed on a payment that has not been turned over to the clerk. It is important that the Post Date for the error be within the **current** month. (Ex. A payment was posted 4/20/02. The payment was errored out 4/21/02. April receipts were turned over to the clerk for 4/01/02 through 4/30/02. The error needs an April Post Date. And, the error needed to have been processed prior to running the April apportionment reports for the clerk.

**ERRORING OUT A REVERSAL** - The treasurer's office should not error out a reversal. If such a need occurs in order to balance, please call the Technical Support Bureau.

**ERRORING OUT A CANCELLATION** - An error may be performed on a cancellation that has not been turned over to the clerk. It is important that the Post Date for the error be within the **current** month. (Ex. A cancellation was posted 2/20/02. The cancellation was errored out on 2/21/02. February receipts were turned over to the clerk for 2/01/02 through 2/29/02. The error needs a February Post Date. And, the error needed to have been processed prior to running the February apportionment reports for the clerk.